

# Michigan Elections eLearning Center – Homepage and Search Functions

## Table of Contents

Homepage .....	2
News Feed.....	3
This is a scrolling display of clickable links to documents or resources to help you locate important or helpful items quickly. ....	3
Recent Announcements Box.....	3
Information on current topics and helpful links are available in the Recent Announcements Box on the Login Page and on the Homepage. ....	3
In Progress Box / Upcoming Training.....	4
In this area, you can quickly find the first 5 items have been assigned or you are working on including due dates and status.....	4
Search Box.....	4
To find items in the eLearning Center, you can type in the title of the item or key words of topics in the Search Box.....	4
Search Results Page .....	5
Browse Categories / Catalog.....	6
Categories are a way to see all the items that are related to a certain topic.....	6
My Completed Training / Transcript.....	7
In this area, you will see all your completed work. ....	7
Your Account Information.....	8
My Account .....	8
My Reports.....	8
My Calendar .....	8
Logout .....	8

If you are reading this document on line, the **Table of Contents** includes clickable links. Just click on the item and you will be advanced to the page number you wish to view.

## Homepage

You can access the Elections eLearning Center at <https://elections.learnport.org>

Once you login, you will be taken to the **Homepage**. This is indicated by the **red highlight** of the **Homepage** tab. You can click on the tabs to change pages and access other areas of the eLearning Center like **Homepage**, **In Progress**, **Transcript**, and **Catalog**.



Michigan Elections eLearning Center

Homepage In Progress Transcript Catalog



Click the image to display our most recent News Update Newsletter  
to see past issues, click the Catalog Tab above, click Elections eLearning Center and then News Update.

RECENT ANNOUNCEMENTS

[Need an ID for the Election eLearning Center? Click here for the online form.](#)  
Complete ID Request form if you need to set up an account.

[HughesNet & DishNet Internet Users - Click here for example instructions you need from your Internet](#)  
Call your internet provider for help disabling Turbo Page or Turbo Cache.

[Online courses not running? Click here for directions.](#)  
Turn off ActiveX Filtering and change Security settings.

6/6/2014  
6/6/2014  
6/6/2014

[More... >>](#)

SEARCH



Any words

BROWSE CATEGORIES

[Elections eLearning Center \(3\)](#)  
[Michigan Department of Transportation: R... \(0\)](#)  
[Michigan LearnPort \(0\)](#)

In Progress (25)

All

Title	Type	Date	Status	Action
 <a href="#">ACC Elections 101</a>	SCORM 1.2	Due 7/17/2014	Started	<a href="#">Resume</a>
 <a href="#">QVF Voter Registration: Record Anatomy</a>	SCORM 1.2	Due 7/17/2014	Started	<a href="#">Resume</a>

## News Feed

This is a scrolling display of clickable links to documents or resources to help you locate important or helpful items quickly. Underneath the page tabs (like **Homepage**) is the **News Feed**. The banner automatically changes every few minutes. You can also drag the picture with your mouse to scroll back or forward manually.

**Homepage** In Progress Transcript Catalog



Click the image to display our most recent **News Update Newsletter** to see past issues, click the Catalog Tab above, click Elections eLearning Center and then News Update.

You can find items like:

- The most recent **News Update Newsletter** ( we will be posting all the past issues in the News Update Category)
- The **Digital Calendar** of Election dates and deadlines
- A link to the **Contact Information** for the Bureau of Elections including telephone numbers and email addresses of the various departments and the topics they handle
- New content like online courses or classes

## Recent Announcements Box

Information on current topics and helpful links are available in the Recent Announcements Box on the Login Page and on the Homepage.

Clickable links to additional information are indicated by the [blue underlined words](#) for things like:

- technology tips for running the online courses
- Help documents

RECENT ANNOUNCEMENTS

[Need help finding things in the eLearning Center? Click here for directions](#) 6/16/2014  
Review this document to learn how to: navigate the Homepage update your user account information search for items \*\*\*\* Be sure to change the search settings to All Words for the most accurate result...

[Need an ID for the Election eLearning Center? Click here for the online form.](#) 6/6/2014  
Complete ID Request form if you need to set up an account.

[Online courses not running? You must install Adobe Flash Player. Click here for directions.](#) 6/6/2014  
Install Adobe Flash Player, Turn off ActiveX Filtering and change your Internet Options Security settings. Click the link for directions.

[More... >>](#)

## In Progress Box / Upcoming Training

In this area, you can quickly find the first 5 items have been assigned or you are working on including due dates and status.

1. Required assignments for things like continuing education -marked with this symbol \*
2. Scheduled in person classes (Type: Classroom)
3. Online courses (Type: SCORM 1.2) or other Resources you have accessed (Type: Blog or Site)
4. You can access the item by clicking on the [Title](#) or the [Resume](#) button.

The screenshot shows a table titled "In Progress (26)" with a dropdown menu set to "All". The table has columns: Title, Type, Date, Status, and Action. The rows are:

Title	Type	Date	Status	Action
<a href="#">HELP How to Navigate the Elections eLearning Center (1)</a>	Classroom	6/19/2014 10:00 AM - 10:30 AM	Enrolled	
* <a href="#">ACC Elections 101</a>	SCORM 1.2	Due 7/17/2014	Started	<a href="#">Resume</a>
* <a href="#">QVF Voter Registration: Record Anatomy</a>	SCORM 1.2	Due 7/17/2014	Started	<a href="#">Resume</a>
<a href="#">ACC Election Cycle Preparation Training Sessions</a>	Classroom		Withdrawn	
<a href="#">DAY Election Day Management - Processing Voters</a>	SCORM 1.2		Started	<a href="#">Resume</a>

At the bottom, there is a button "All My Upcoming Training" and a row of icons: Required Training, Overdue, Due Soon, and Recurring Assignment.

Numbered callouts in the image:

- 1: Points to the asterisk icon on the "ACC Elections 101" row.
- 2: Points to the "Classroom" type in the first row.
- 3: Points to the "SCORM 1.2" type in the "DAY Election Day Management" row.
- 4: Points to the "Resume" button in the "ACC Election Cycle Preparation Training Sessions" row.
- 5: Points to the "All My Upcoming Training" button.

5. By clicking the button **All My Upcoming Training** at the bottom of the box, you will be taken to the **In Progress Tab** that lists all the items you are currently working on.

## Search Box

To find items in the eLearning Center, you can type in the title of the item or key words of topics in the Search Box.

**\* For the best search results, change the search criteria to [All words](#) by using the drop down arrow**

The screenshot shows a search box with the text "epb printers" entered. A dropdown menu is open, showing the following options:

- Any words
- All words
- Exact phrase
- Contains
- Starts with
- Ends with

This will limit the search to items that contain **All the words** you type in versus **Any words** will allow every item that contains one **or** another word.








Then press **Enter** or click the **Search** button .

## Search Results Page

The search results can be further narrowed by:

1. Typing additional key words
2. Selecting a **Category**
3. Selecting a **Content Type** – classroom, document, FAQs, online courses, products

The **Content Type** is displayed in words and pictures in the **Search Results**:

4. Words Type:	5. Image:
Document	
Online	
Classroom	
FAQ (Frequently Asked Question)	
Product	
Curriculum(a group of items)	
Blog	

Search **1**

☒ Search within results  
☐ Start a new search

Search

### Narrow Your Search

#### Categories

**2**

[2013 News Updates \(9\)](#)  
[Classes \(2\)](#)  
[Election Day \(1\)](#)  
[Election Inspectors \(2\)](#)  
[Elections Management Portal \(1\)](#)  
[e-Pollbook \(33\)](#)  
[FAQ Frequently Asked Questions \(12\)](#)  
[Online Courses \(10\)](#)  
[QVF Qualified Voter File \(4\)](#)

#### Content Type

**3**

☐ Classroom (2)  
☐ Curriculum (1)

### Search Results

44 Items

**5**

#### [EPB City/Township 2014 Electronic Pollbook Grant Agreement](#)

City/Township 2014 Electronic Pollbook Grant Agreement

Cost: \$0.00 Type: Document **4**

#### [EPB County 2014 Electronic Pollbook Grant Agreement](#)

County 2014 Electronic Pollbook Grant Agreement

Cost: \$0.00 Type: Document

#### [EPB Defining the Privacy Zone](#)

Tutorial video clip illustration how to define the Privacy Zone of the EPB encrypted flash drive.

Cost: \$0.00 Type: Online

#### [EPB Electronic Pollbook Election Inspector Manual](#)

Precinct instructions for using the electronic pollbook on election day.

Cost: \$0.00 Type: Document

#### [EPB Electronic Pollbook Hands On Classes 2014](#)

In person training class on the Electronic Pollbook System held in Lansing. This class prepares th...

Cost: \$0.00 Type: Classroom

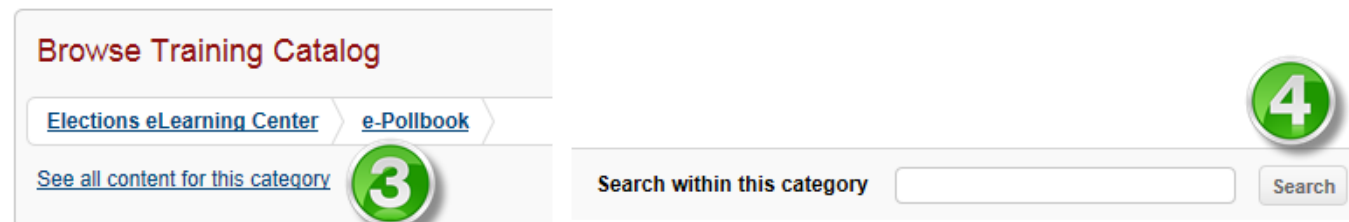
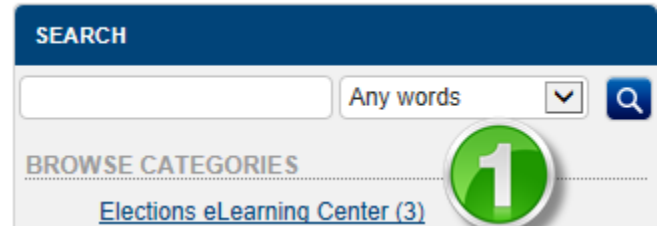
## Browse Categories / Catalog

Categories are a way to see all the items that are related to a certain topic; like ePollbook or election inspector training. This is the same information as clicking on the **Catalog Tab**

Homepage In Progress Transcript **Catalog**

In the **Search Box** under the **Browse Categories** section,

1. Click **Elections eLearning Center**
2. Click the underlined title of the category you'd like to view all the content within that category
3. Either click **See all content**
4. -or- the **Search** button with no additional words in the search box
5. The **Most Popular** items are listed below the category list for easy access to content




## My Completed Training / Transcript

In this area, you will see all your completed work. By clicking the button **All My Training** at the bottom of the box, you will be taken to the **Transcript Tab** that lists all the items you have completed.

**My Completed Training (36)**

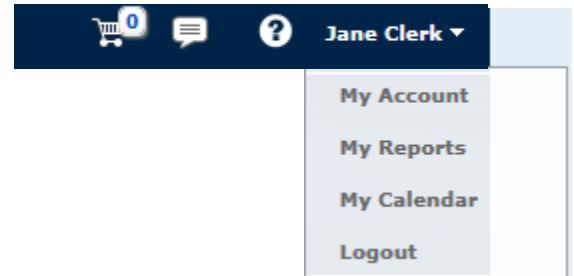
Past 30 DaysPast 60 DaysPast 90 Days

Title	Type	Status	Score	Action
<a href="#">EPB Warranty and Technical Support</a>	Document	Completed		
<a href="#">ACC Election Officials' Accreditation Power Point Presentation</a>	Document	Completed		

All My Training

## Your Account Information

Use your mouse to point your cursor to the upper right hand corner of the window where your name is displayed. This will open the **Account Menu** for you.



## My Account

By clicking on **My Account**, you can:

- Change your password by clicking the **Edit Password** button
- Update your email address, telephone or address by clicking the **Edit** button

A screenshot of the 'MY ACCOUNT' page. At the top, there are three buttons: 'Edit Login ID', 'Edit Password' (highlighted in yellow with a red arrow pointing to it), and 'Edit Security Questions'. Below these is a 'User Information' section with fields for First Name (Jane), Middle Name, Last Name (Clerk), Email Address (janeclerk@hotmail.com), and Work Phone (800-292-5973). An 'Edit' button is next to the User Information section, with a red arrow pointing to it. To the right is a 'Preferences' section with an 'Edit' button. Under 'ACCESSIBILITY', there are 'Enabled' and 'No' options. Under 'LANGUAGES', the 'Primary Language' is set to 'English (US)'. A 'Secondary Language' field is also present but empty.

## My Reports

By clicking on **My Reports**, you can:

- Runs lists of items you have viewed, supplies you have ordered, status of your required assignments, progress of your training in classes and online courses.

## My Calendar

By clicking on **My Calendar**, you can:

- View your in-person classes and webinars you have registered for

Jun, 2014		
Tue	Wed	Thu
3	4	5
10	11	12
17	18	19

1:30 PM - 4:00 PM  
ACC 2014 Election Cycle  
Preparation Training Sessions  
(#85) June 11 PM, Eaton

10:00 AM - 10:30 AM  
HELP How to Navigate the  
Elections eLearning Center(#1)  
June 19

## Logout

By clicking on **Logout**, you can:

- Logout of the eLearning Center and return to the **Login Page**